



PRIVACY NOTICE FOR JOB APPLICANTS

Heston Community School is committed to protecting the privacy and security of your personal information. This privacy notice describes how the School collects and use personal information about you during and after your work relationship with us, in accordance with the UK General Data Protection Regulation [UK GDPR].

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR.

Successful candidates should refer to our privacy notice for staff for information about how their personal data is stored and collected.

WHO COLLECTS THIS INFORMATION

Heston Community School is a 'Data Controller.' This means that the School is responsible for deciding how the School holds and use personal information about you.

The School is required under data protection legislation to notify you of the information contained in this privacy notice. This notice does not form part of any contract of employment or other contract to provide services and the School may update this notice at any time.

It is important that you read this notice, together with any other privacy notice the School may provide on specific occasions when the School is collecting or processing personal information about you, so that you are aware of how and why the School is using such information.

DATA PROTECTION PRINCIPLES

The School complies with the data protection principles when gathering and using personal information, as set out in our [Data Protection Policy](#).

THE CATEGORIES OF INFORMATION THAT THE SCHOOL COLLECTS, PROCESSES, HOLDS AND SHARES

The School may collect, store and use the following categories of personal information about you up to the shortlisting stage of the recruitment process:

- Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses
- Emergency contact information such as names, relationship, phone numbers and

email addresses

- Information collected during the recruitment process that the School retains during your employment including proof of right to work in the UK, information entered on the application form, CV, qualifications
- Details of your employment history including job titles, salary and working hours
- Information regarding your criminal record as required by law to enable you to work with children
- Details of your referees and references
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs

The School may also collect information after the shortlisting and interview stage in order to make a final decision on where to recruit, including criminal record information, references, information regarding qualifications. The School may also ask about details of any conduct, grievance or performance issues, appraisals, time and attendance from references provided by you.

HOW THE SCHOOL COLLECTS THIS INFORMATION

The School may collect this information from you, your referees, your education provider, relevant professional bodies, the Home Office and from the DBS.

HOW THE SCHOOL USES YOUR INFORMATION

The School only uses your personal information when the law allows us to. Most commonly, the School uses your information in the following circumstances:

- Where the School needs to take steps to enter into a contract with you
- Where the School needs to comply with a legal obligation [such as health and safety legislation, under statutory codes of practice and employment protection legislation]
- Where it is needed in the public interest or for official purposes
- Where it is necessary for our legitimate interests [or those of a third party] and your interests, rights and freedoms do not override those interests
- Where you have provided your consent for us to process your personal data

Generally the purpose of us collecting your data is to enable us to facilitate safe recruitment and determine suitability for the role. The School also collects data in order to carry out equal opportunities monitoring and to ensure appropriate access arrangements are put in place if required.

If you fail to provide certain information when requested, the School may not be able to take the steps to enter into a contract with you [for example if incorrect references are provided], or the School may be prevented from complying with our legal obligations [such as to determine suitability to work with children].

The School only uses your personal information for the purposes for which the School collected it, unless the School reasonably considers that the School needs to use it for another reason and that reason is compatible with the original purpose. If the School needs to use your personal information for an unrelated purpose, the School will notify you and explain the legal basis which allows us to do so.

HOW THE SCHOOL USES PARTICULARLY SENSITIVE INFORMATION

Sensitive personal information [as defined under the UK GDPR as 'Special Category Data'] require higher levels of protection and further justification for collecting, storing and using this type of personal information. The School may process this data in the following circumstances:

- In limited circumstances, with your explicit written consent
- Where the School needs to carry out our legal obligations in line with our [Data Protection Policy](#)
- Where it is needed in the public interest, such as for equal opportunities monitoring
- Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards. Less commonly, the School may process this type of information where it is needed in relation to legal claims or where it is necessary to protect your interests [or someone else's interests] and you are not capable of giving your consent

CRIMINAL CONVICTIONS

The School may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our legal obligations. The School will only collect information about criminal convictions if it is appropriate given the nature of the role and where the School is legally able to do so.

Where appropriate the School collects information about criminal convictions as part of the recruitment process or the School may be notified of such information directly by you in the course of working for us.

SHARING DATA

The School may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the working relationship with you or where the School has another legitimate interest in doing so.

These include the following:

- Academic or regulatory bodies to validate qualifications/experience [for example the teaching agency]
- Referees
- The Local Authority in order to meet our legal obligations for sharing data with it
- Other schools
- DBS
- Recruitment and supply agencies

The School may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually information will be anonymised but this may not always be possible. The recipients of the information will be bound by confidentiality obligations. The School may also be required to share some personal information with our regulators or as required to comply with the law.

RETENTION PERIODS

Except as otherwise permitted or required by applicable law or regulation, the School only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

How long the School keeps your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long the School keeps personal data for is set out in our [Data Retention Policy](#).

SECURITY

The School has put in place measures to protect the security of your information i.e. against it being accidentally lost, used or accessed in an unauthorised way]. In addition, the School limits access to your personal information to those employees, agents, contractors and other third parties who have a business need to know.

Third parties will only process your personal information on our instructions and where they have agreed to treat information confidentially and to keep it secure.

The School has put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where the School is legally required to do so.

YOUR RIGHTS OF ACCESS, CORRECTION, ERASURE AND RESTRICTION

It is important that the personal information the School holds about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Under certain circumstances by law you have the right to:

- Access your personal information [commonly known as a 'Subject Access Request']. This allows you to receive a copy of the personal information the School holds about you and to check the School is lawfully processing it. You will not have to pay a fee to access your personal information. However the School may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively the School may refuse to comply with the request in such circumstances
- Correction of the personal information the School holds about you. This enables you to have any inaccurate information the School holds about you corrected
- Erasure of your personal information. You can ask us to delete or remove personal data if there is no good reason for us continuing to process it
- Restriction of processing your personal information. You can ask us to suspend processing personal information about you in certain circumstances, for example, if you want us to establish its accuracy before processing it
- To object to processing in certain circumstances [for example for direct marketing purposes]
- To transfer your personal information to another party

If you want to exercise any of the above rights, please contact the PA to the Headteacher in writing.

The School may need to request specific information from you to help us confirm your identity and ensure your right to access the information [or to exercise any of your other rights]. This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

RIGHT TO WITHDRAW CONSENT

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the PA to the Headteacher. Once the School has received notification that you have withdrawn your consent, the School no longer processes your information for the purpose or purposes you originally agreed to, unless the School has another legitimate basis for doing so in law.